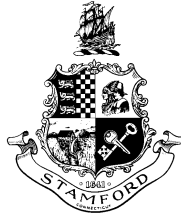


MAYOR  
**DAVID MARTIN**



DIRECTOR OF OPERATIONS  
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**CITY OF STAMFORD**  
**HISTORIC PRESERVATION ADVISORY COMMISSION**  
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STAMFORD, CT 06904 -2152

**FINAL Minutes of the Historic Preservation Advisory Commission (HPAC)**

Date: Regular Meeting held: November 3, 2015  
Location: Stamford City Hall, 888 Washington Blvd. Stamford CT 06901  
5th fl., Board of Education Room  
Present: Attending: Lynn Drobbin, Anne Goslin, David Woods, Barry Hersh, Jill Smyth, and alternates: Rebecca Shannonhouse., Elena Kalman.  
Missing: Lynn Villency Cohen

**REGULAR MEETING**

**I. Call to order** (meeting called to order 7:08 PM)

A motion was made to approve the minutes of the October 6th meeting. There were no changes to the minutes noted.

(The motion was moved by J. Smyth and seconded by B. Hersh and carried unanimously)

**III. New Business**

**A. Application for CLC Child Learning Centers**

1. Jason Klein was asked to come to the meeting by Mr. Killeen. He represents the Child Care Learning Center (CLC) working on a pro bono basis for an application to allow CLC to maintain their child care center at the Lathan Wilder Community Center. The building is more than 50 years old. There may be minor interior development and demolition. There is no demolition on the exterior. They want zoning board approval to continue operations.

2. Mr. Klein had a floor plan for review. He confirmed that there are no exterior or interior changes. It was a school originally and was used as a child care center in the 1980's. CLC has been a tenant since before 2014. There were no proposed physical changes. They intend to be before planning board on November 18th.

3. After some discussion all agreed that the project does not need to come before HPAC for review. J. Klein asked that HPAC prepare a letter that says that this application is not under the commission's jurisdiction. Mr. Klein will draft a letter for L. Drobbin review. J. Klein will get the letter to Lynn on November 4<sup>th</sup> for her edit. The commission agreed that Lynn should complete the letter without further review from the members

( the motion was made by B Hersh and seconded by J. Smyth and carried unanimously)



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**IV. Old Business**

**A. A discussion of process and filters**

1. A. Goslin made a report on additional discussions she had with the city and with other members over the last few weeks. Anne suggested changes to the application form as noted.

Strike the CD requirement – at time of application

Strike delivery of a full size set of architectural and site drawings - at time of application

Allow for 5 copies of half size plans - brought to the meeting

Allow for 5 copies of photos and supporting documents - brought to the meeting

Keep the request for 1 full size set of documents - brought to the meeting.

a. A. Goslin will change the application form and make sure that the town has the new copies. All generally agreed with the change. A motion was not required.

2. Anne sent a note to Dave Killeen requesting a review of the 125 Turn of River Road project. The zoning board of appeals approved the project. The letter was read at the hearing. They said that the letter was not clear. The project was approved. There will be a demolition application at a later date that should be presented to HPAC in the near future.

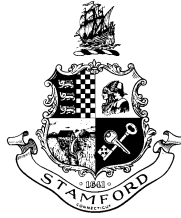
a. L. Drobbin said that she walked the site and noted the building is severely compromised. Because it is so old, it will be worthwhile to document, but it may be too far gone to save. J. Smyth will follow up with the owner. She noted that a barn is intended to kept on site.

3. There was a draft of a letter by Dave Killeen that was distributed to the group. The letter will be a standard form letter that can be sent to home owners that have made ZBA applications. Some of these projects may need HPAC review. The filters for projects that are submitted to HPAC is a separate discussion.

a. L. Drobbin has an issue with the letter. She is concerned that an owner may have to pay too much to make revisions to documents after HPAC has reviewed a residential project. D. Woods noted that he was not concerned with the costs of construction as the commission review is usually sensitive to cost issues and comments are usually minor and do not have a cost requirement. There are also alternative materials that can be used.

b. It was generally agreed that A. Goslin will edit the letter and discuss it with D. Killeen. The group also requested that the letter be sent out by D. Killeen, or the Zoning Board as the case may be. All agreed that the letter should not be sent under signature of HPAC as the commission usually does not know the applications in advance, and does not have the applicant's information until an application is filed. All agreed without further discussion.

4. The group can write a broad statement for the planning department that will give some guideline for projects to review. The cut off of the 50 year age of the building, may be too simple and broad. All agreed that this will encompass too many projects for review.



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a. All agreed that the concept of a form letter than can be sent to owners is a good one. It needs to be edited with the filters and why the project is being singled out for review. The letter should be from the city. J. Smyth noted that the letter should identify section 27-8 B of the HPAC ordinance. The section is very clear about the purpose of the HPAC . Once again all agreed that the letter should be signed from the city.

5. There was discussion about the filters used by the town for projects that should be submitted to HPAC. D. Woods said that the only filter from the discussion at the last meeting that should be up for review is the one about residential applications before the ZBA. Other projects that are of historic value or are government or institutional projects that will alter building 50 years or older is already a standard for HPAC review. Current review projects also include the demo applications and landmarked buildings. Dave Killeen will share projects that come before zoning Board, the ZBA and the Planning Board.

a. A. Goslin noted that there are many projects in Shippan that may not meet these filters but yet have an impact on the neighborhood. ZBA can send those that are 50 years and older. There was some previous talk about using a 75 or 100 year standard.

b. After some discussion all generally agreed that the process should remain as is. The ZBA residential applications that are 50 years or older should be submitted to HPAC for initial review and determination first. After that, they should be submitted to HPAC at the next scheduled meeting. ( usually monthly) The group requests a 2 step process. The group also asked for a committee that can do the initial reviews. A. Goslin agreed to do it. J. Smyth also agreed to assist in looking up the projects and making an evaluation. All agreed that this will help the planning department and cut down on the number of projects reviewed. A. Goslin will review this suggestion with D. Killeen. A motion was not required.

c. E. Kalman also said that a filter can be for houses that have additions that are visible from a public right of way or street, say if 50 % is visible it will be reviewed, but if it is 10% it may not need to be reviewed.

6. A. Goslin had a meeting with the new budget director about staffing. HPAC has asked for a part time person to work on all matters related to historic structures or artifacts. It was suggested that HPAC should try to approach it in small increments, say 5 hrs per week at first. After some discussion all agreed that this will be very hard to manage and will not be a good standard for the assistance that is needed. A. Goslin was discouraged from asking for the staff person in general. The discussion was tabled.

7. L. Dobbin said she is reminded that HPAC has not heard back from Kathy Emmett about the request for a standard for the city's applications before the commission as well as city department interaction with the commission. She will contact Kathy Emmett to see if the request for a review standard has been determined.

(The item was tabled without further decision. Review of status will be on going)



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**B. Programming**

1. A. Goslin made a report of progress with program ideas. A draft note was sent out by email to the commission with an idea list for potential programs. There was a general discussion of the ideas as noted.

a. E. Kalman said that she has an idea that HPAC could work with school education programs. HPAC could have a program that will take children to a neighborhood and review architecture or historic buildings that might be familiar. They can discuss what makes a good home, such as: what is the best house on the street or what do they like, or how would they make a home, etc.. there was no general consensus about the idea.

b. L. Drobbin asked what program can be the biggest bang for the buck? What would the committee like to do? Is there an opportunity at the 375 anniversary celebration that relates to history and landmarks? The general questions had some additional discussion.

c. A. Goslin said there can be a trail map, landmarks, calendar of historic sites, or pamphlet / flier. They could close off a street or have a scavenger hunt. Pamphlet ideas are: landmarks, houses that have used tax credits, uses of density bonus, time line of history, architectural styles, or major historic sites. Some people are interested in history.

d. There can be a bike / run event.

d. E. Kalman said there can also be an event at the post office that is part educational. The post office has been suggested as a place for a party event associated with the 375 anniversary, next summer. This will be reviewed as the planning proceeds. Elena will have more discussions with the owners.

2. L. Drobbin said that HPAC needs to expand the audience. They need to make history "cool". B. Hersh wants to do a program with a pamphlet. There was general agreement. R. Shannonhouse said there needs to be a broad group of people rather than a specific target audience. A "story" is better than just a time line. There can be ten places of Stamford that make a difference - important sites to see in Stamford.

3. There is a meeting of the 375 committee in the next week. B. Hersh will attend and will report back to the group. B. Hersh will also work and E. Kalman and will look at options. It generally resolved that the group will try to do something with the 375 celebration. The next 375 meeting will be in mid November at DSSD.

(The item was tabled without further decision. Review of status will be on going)

**C. Hoyt Barnum House Relocation update**



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1. Lynn Drobbin reported that there are no updates. The historic structures report (HSR) is due in November. There is some discussion from SHS about a documentary movie about the move. More information is needed.

(The item was tabled without further decision. Review of status will be on going)

**D. Atlantic Street PO update**

E. Kalman reported that there has been no change since the last meeting. She will talk to the owners about a party event at the building at the 375 anniversary.

(The item was tabled without further decision. Review of status will be on going)

**E. Status of Demolitions**

J. Smyth gave an update of notices for demolitions that are pending. The status of these are as listed here.

- 125 Turn of River Road as discussed earlier may be too hard to save in its condition. She is reviewing the barn at the back of the property.
- 686 Pacific Street is a house that is between two churches. The demo application will come around at some point. she will review it when it comes up.
- 38 Doolittle Road was built in 1949 - will not oppose.
- 200 Strawberry Road - will not oppose.
- 51 Pakenmer Road - will not oppose
- 32 Orchard St. is the demolition of rear building, keeping main house - will not oppose.

2. D. Woods reported that three multi family residential buildings at a site adjacent to the RBS tower will be submitted to the commission at a future date. The proposal is very preliminary at this time and will request demolition of the buildings to assemble a development site and for giving land back to the Mill River Park. The properties are 104 Clinton Ave., 37 and 41 Division St. He also understands that plans have not been prepared and that an application for the demolition will be presented to HPAC at a future date. D. Woods handed out two sheets with a brief description of the buildings. He asked that the group review the properties and stop by to have a look at them before the next meeting.

(The item was tabled without further decision. Review of status will be on going)



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**F. Grants Survey Update**

1. A. Goslin gave an update of the Glenbrook neighborhood survey that took place last week. It seems to be going well.
2. There was a comment from R. Shannonhouse that the Westover neighborhood may pursue a survey and a neighborhood designation. She has met with a resident to help with ideas for the process.

(The item was tabled without further decision. Review of status will be on going)

**V. Adjournment**

L. Drobbin adjourned the meeting at 9:35 PM (there was no further discussion)

Drafted and edited by David W. Woods AIA, December 10, 2015  
Secretary, Historic Preservation Advisory Commission.